

COUNTY OF MILWAUKEE
Inter-Office Communication

Date: June 30, 2008

To: Elizabeth Coggs, Chair, Finance and Audit Committee
Willie Johnson Jr., Chair, Judiciary Safety and General Services

From: Steve Cady, Fiscal & Budget Analyst, County Board Staff
Rick Ceschin, Senior Research Analyst, County Board Staff
Jerome J. Heer, Director of Audits

Subject: Audit of the Office of the Sheriff Electronic Medical Records System (File No. 08-85)

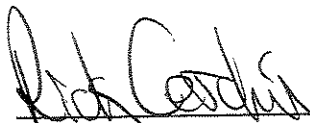
During discussion on the audit of the Sheriff's Office Electronic Medical Records System, committee members raised questions about disclosures by administrative staff of any impairment to their independence in evaluating vendor proposals as well as awarding and monitoring vendor contracts. The matter was referred to County Board and Audit staff for recommendations on how to modify the County's process to address these concerns.

County Board and Audit staff have reviewed the situation surrounding the Electronic Medical Records System and discussed our conclusions with Corporation Counsel. We note that Chapter 56.30 of the Milwaukee County Code of General Ordinance governs contracts for professional services. This Chapter was enhanced in 2005 to strengthen the process of evaluating and documenting the evaluation of proposals. The Electronic Medical Records contract was awarded prior to the enactment of those changes.

It is our opinion that it is appropriate to further expand section 56.30(5)(c) of the Ordinances to clarify and strengthen the County's interest in maintaining the integrity of the contracting process. Specifically, new language should be added that requires contract administrators and evaluation panel members to fully disclose any experience, contact or relationship with bidders that would create a potential conflict, or the appearance of a conflict, in awarding or managing a contract. Upon review of the disclosure, administrators ultimately responsible for the contract must either remove individuals from the process or document the reason that the disclosure does not justify such removal. Documentation of the disclosure and resulting action should be maintained along with other key records as prescribed in section 56.30(5)(c). Further, it is important that any Ordinance provisions are incorporated in the Milwaukee County Administrative Procedures Manual so administrators are provided with clear direction on how to collect and maintain disclosure information.



Steve Cady, Fiscal & Budget Analyst



Rick Ceschin, Senior Research Analyst



Jerome J. Heer, Director of Audits

SC/RC/JJH/cah

cc: Chairman, Lee Holloway, Milwaukee County Board of Supervisors
Finance and Audit Committee Members
Judiciary, Safety and General Services Members
Scott Walker, Milwaukee County Executive
William Domina, Corporation Counsel
Delores Hervey, Chief Committee Clerk, County Board Staff
Linda Durham, Committee Clerk, County Board Staff